

SECRETARY

604

DEPARTMENT: Human Resources

NATURE OF WORK:

Performs responsible and complex secretarial work in support of the Human Resource Department.

Provides customer service as first contact with public and internal customers, as well as performing administrative support for professional Human Resource staff members. Work is performed under the general supervision of the Human Resource Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

Coordinates with other administrative support personnel to ensure customer assistance in person and on the telephone during the regular business hours.

Plans and organizes office work flow activities to meet unit objectives in a timely manner.

Provides first-line customer service such as answering routine questions regarding employment, benefits, training, performance management, volunteer opportunities, cable channel schedule, etc.

Collects information from departments for reports. May perform data entry to produce the report.

Schedules meetings and training sessions, including coordinating arrangements for the room, refreshments, or meals; prepares materials, arranges for audiovisual equipment or any other equipment as needed.

Sets up files and tracking systems. Keeps master list updated.

Takes notes for meetings and makes travel arrangements.

Maintains budget expenditures and makes budget transfers when necessary for assigned units.

Sets appointments for Human Resource staff as requested.

Purges files and prepares for storage in accordance with applicable laws and regulations.

Maintains inventory of office supplies and equipment; prepares purchase requisitions. Orders supplies when needed, does purchase orders and other budget transactions.

Applies knowledge of microcomputer and advanced software applications to include WordPerfect, Lotus 1-2-3, Excel, and Volunteer Works or SAM software.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

May drive County vehicle to other County facilities to deliver or pick up information.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates telephone, computer keyboard, copy machine, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of office practices and procedures.

Considerable knowledge of data entry and computer operations and of automated record keeping.

Considerable knowledge of correct business English, spelling, and punctuation.

Ability to learn the policies, procedures, and services of the department to which assigned.

Ability to maintain complex records, to assemble and organize data and to prepare reports from such records.

Ability to work with other employees and the general public in an effective and courteous manner.

Ability to type accurately and rapidly and to compose effective and accurate correspondence.

Ability to take and transcribe minutes of meetings.

Ability to prioritize, organize, and perform work independently.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, including or supplemented by course work in secretarial science and considerable experience in responsible secretarial work; or any equivalent combination of accepted education and experience providing the knowledge, abilities, and skills cited above.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Secretary
Department Human Resources

Position Number 604
Division 1

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift			✓				✓		
Push/Pull									
Hold/Carry			✓				✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☒ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☒ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☒ 1-2
☐ 2-3
☐ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			